

Wells, Mike

From: Chin, Joanne
Sent: Tuesday, November 12, 2013 10:51 AM
To: R10-OWW Mail Group
Cc: Wells, Mike
Subject: Reminder: OWW's "Clear out the Clutter" Cleanup Event (11/21/13)

To all OWW staff located in the Seattle Office:

The next OWW Quarterly Cleanup Day will be on **November 21, 2013**. We have a few large canvas carts for recycling. One will be located by Janice G's cubicle on the west side of the building and we have another one on the east side of the building near the lobby by Bella's cubicle. The rolling bins will also be in the same locations. When recycling paper, please remember to remove any metal clips.

This is an opportunity for everyone to clean up, reduce records and leave all the clutter behind as you prepare to move into your new, clean & calm workspace in the newly renovated building.

In addition to all of the paper, we also want to focus on recycling/donating/reusing unneeded equipment, supplies, furniture, personal items, obsolete technical reference, books, etc. Please refer to the guidance on the [Cleanup Campaign](#) webpage.

Contest and prize: Best workstation transformation - If you are interested in participating in this contest, please notify Joanne.

OMP Records will take before and after pictures of cubes from willing participants. Lorien Wendt of IRU has agreed to judge. Mary Kay Voytilla in OMP is working on arranging for an appropriate prize.

Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which they were created or received.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama, your records coordinator, or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

For items you have that might belong to the library (e.g., items which have "EPA Region 10 Library" stamp inside them), contact Liz Doyle (x2134). The Library will only accept bound books and EPA publications that it does not currently own. Only books published after 2005 will be accepted. Special exceptions may be made for rare titles that R10 Program staff deem to have ongoing research value.

Search the library catalog to see if the Library already owns the item you want to donate:

http://cfpub.epa.gov/ols/catalog/advanced_lookup.cfm

Instructions on searching the catalog: <http://www2.epa.gov/libraries/catalog-help>

Feel free to call or stop by the library and the staff will walk you through a few searches to get you familiar with searching the catalog.

Phone 3-1289

Thank You.

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